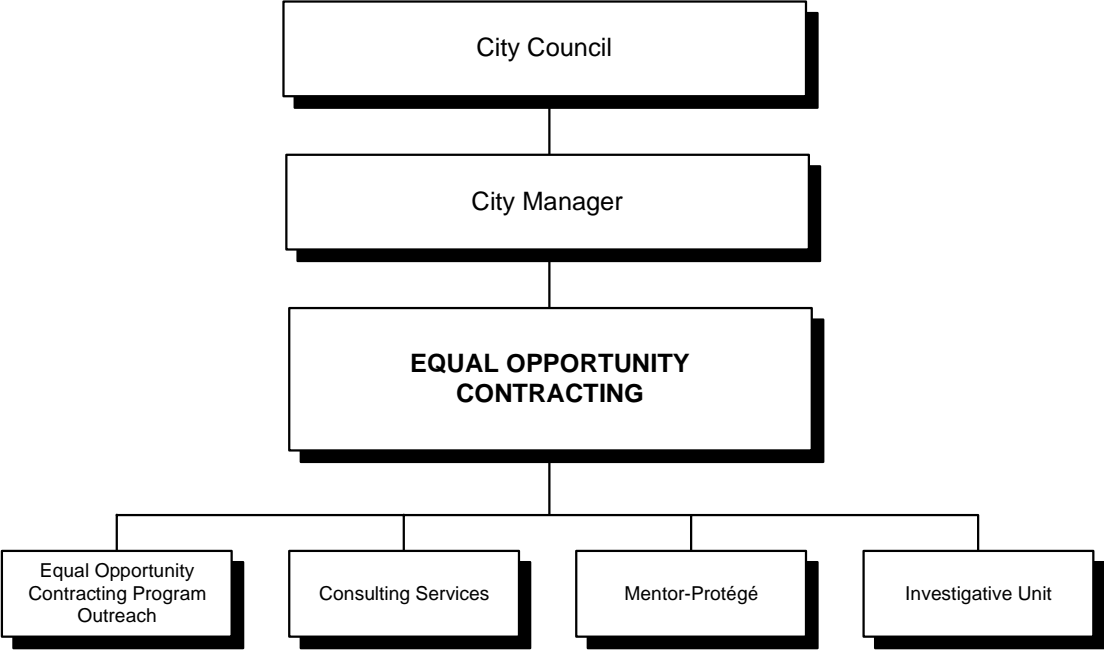


Equal Opportunity Contracting



To provide policy direction, administration, and clerical support for client departments in the selection and monitoring of construction and consultant contractors. Equal Opportunity Contracting provides technical outreach and assistance to contractors doing business with the City and their employees.

Equal Opportunity Contracting



Equal Opportunity Contracting

Department Description

As a function of the Office of the City Manager, Equal Opportunity Contracting (EOC) serves both businesses and the labor market by working to ensure equal access to contracting opportunities with the City of San Diego. Working in partnership with other City departments and other local, state and federal agencies, EOC monitors and enforces equal opportunity and public contracting laws related to the use of construction contractors, consultants, and vendors/suppliers.

Milestones Met/Services Provided

In Fiscal Year 2002, EOC continued its efforts to increase opportunities for economically disadvantaged small businesses.

In January 2002, EOC received a partnership award from the Engineering and General Contractors Association.

In February 2002, during National Engineers Week and National Black History Month, EOC participated with the National Society of Black Engineers, and local private architecture and engineering firms in hosting a recruitment fair for local high school and college students interested in careers in architecture or engineering.

Future Outlook

EOC will continue to partner with other cities and agencies in sharing the Consultant Rotation List, thereby increasing revenue to the City. Minor construction is designed to create contracting opportunities for small and emerging businesses, thus spreading the City's contracting dollars back into the communities and lessening the "hourglass economy." However, the combination of recent and pending legislation along with a downturn in the economy may impact the services provided by EOC.

Equal Opportunity Contracting

Significant Budget Adjustments

Equal Opportunity Contracting	Positions	Cost
Personnel Expense Adjustments Adjustments to reflect the annualization of the Fiscal Year 2002 negotiated salary compensation schedule, average salaries, fringe benefits and other personnel expense adjustments.	0.00 \$	68,051
Staffing and Support for Outreach/Contract Compliance/EEO (Reimbursable) Addition of 2.00 Associate Management Analysts, 1.00 Administrative Aide II, 1.00 Clerical Assistant II and support for 100% increase in water and wastewater projects. Funded by MWWD.	4.00 \$	311,993
Annualization of Fiscal Year 2002 Council Mandated Additions to Increase Staffing and Support for Mentor-Protégé and Minor Construction (Reimbursable) Addition of 0.25 Senior, and 0.25 Associate Management Analysts, 1.00 Clerical Assistant II and support. Directed by the Public Safety and Neighborhood Services Committee to address the inequities in the allocation of contracting dollars. In Fiscal Year 2002, the City Council approved additional staff and support which was budgeted at 75% and is now being annualized to budget at full cost for Fiscal Year 2003. Funded by revenue generated from minor (less than \$100,000) construction projects.	1.50 \$	108,983
Staffing and Support for Contract Compliance Review (Reimbursable) Addition of 1.00 Associate Management Analyst and support to assume consultant's contract compliance review responsibilities for Metropolitan Wastewater Department projects. Funded by MWWD.	1.00 \$	90,085
Non-Discretionary Adjustments to reflect expenses that are determined outside of the department's direct control. Examples of these adjustments include utilities, insurance, and rent.	0.00 \$	(7,795)
Budgetary Savings Plan Reduction of 1.00 vacant Neighborhood Service Center Coordinator position, which reorganized supervisory responsibilities.	(1.00) \$	(34,156)

Equal Opportunity Contracting

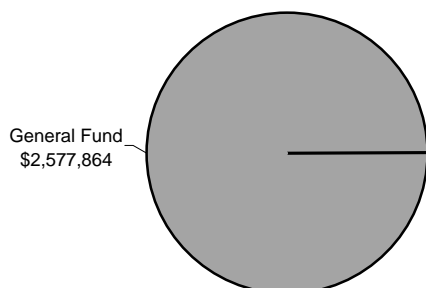
Equal Opportunity Contracting			
	FY 2001 ACTUAL	FY 2002 BUDGET	FY 2003 PROPOSED
Positions	30.00	23.50	29.00
Personnel Expense	\$ 1,972,284	\$ 1,585,826	\$ 1,973,252
Non-Personnel Expense	<u>300,182</u>	<u>454,878</u>	<u>604,612</u>
TOTAL	\$ 2,272,466	\$ 2,040,704	\$ 2,577,864

Department Staffing	FY 2001 ACTUAL	FY 2002 BUDGET	FY 2003 PROPOSED
GENERAL FUND			
Equal Opportunity Contracting	<u>30.00</u>	<u>23.50</u>	29.00
Total	30.00	23.50	29.00

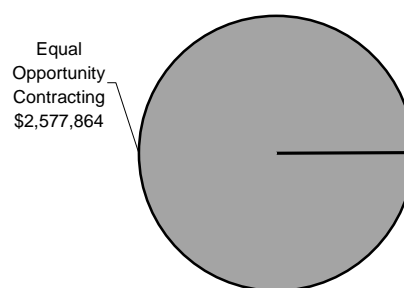
Department Expenditures	FY 2001 ACTUAL	FY 2002 BUDGET	FY 2003 PROPOSED
GENERAL FUND			
Equal Opportunity Contracting	<u>\$ 2,272,466</u>	<u>\$ 2,040,704</u>	<u>\$ 2,577,864</u>
Total	\$ 2,272,466	\$ 2,040,704	\$ 2,577,864

Equal Opportunity Contracting

Source of Funding



Allocation of Funding



Budget Dollars at Work

Enforced Federal and State regulations on:

\$6,377,334 In consultant contracts

\$156,029,416 In construction contracts

392 Consultants names provided to project managers

Key Performance Measures

	FY 2001 Actual	FY 2002 Budget	FY 2003 Proposed
Average cost per project and request for City Council Action, City Manager Action, and Manager Approval requiring equal opportunity and investigative support	N/A	\$687	\$846
Average cost to produce Consultant Rotation List and provide to all project managers from the City, County, and Port District	N/A	\$138	\$135
Average cost per minor construction project and request processed ⁽¹⁾	N/A	\$2,001	\$1,399

⁽¹⁾ Fiscal Year 2003 reflects adjusted budget for new Minor Construction unit.

Equal Opportunity Contracting

Division/Major Program Descriptions

Equal Opportunity Contracting Program Outreach

This program provides policy direction, administration, and clerical support to client departments. It manages all documents and consultant agreements from the plans and specifications phase through the docket phase of the project.

Consulting Services

This program provides service to City staff to meet consultant selection deadlines.

Mentor-Protégé

This program assists smaller, start-up prime contractors and/or subcontractors who require greater assistance in the rudimentary aspects of public works bidding, bonding, insurance, and record-keeping. Staff selects, meets with and matches both mentors and protégés and identifies service providers specific to the needs of the protégés.

Investigative Unit

This program reviews, evaluates, and investigates complaints and problems related to subcontracting opportunities for Historically Underrepresented Business Enterprises (HUBE) and emerging businesses, equal employment opportunities and equal pay, and/or prevailing wage issues for the City's Equal Opportunity Contracting Program.

Equal Opportunity Contracting

Salary Schedule

GENERAL FUND

Equal Opportunity Contracting

<i>Class</i>	<i>Position Title</i>	<i>FY 2002 Position</i>	<i>FY 2003 Position</i>	<i>Salary and Fringe</i>	<i>Total</i>
1104	Account Clerk	0.00	1.00	44,540	44,540
1106	Senior Management Analyst	2.75	1.00	82,622	82,622
1107	Administrative Aide II	2.00	3.00	57,969	173,907
1218	Associate Management Analyst	8.75	12.00	73,969	887,631
1348	Information Systems Analyst II	1.00	1.00	73,120	73,120
1535	Clerical Assistant II	3.00	4.00	41,626	166,502
1746	Word Processing Operator	2.00	2.00	42,955	85,910
1879	Senior Clerk/Typist	1.00	1.00	50,725	50,725
1917	Supervising Management Analyst	1.00	3.00	90,603	271,809
2214	Deputy Director	1.00	1.00	130,886	130,886
2275	Neighborhood Services Coord	1.00	0.00		0
	Overtime Budgeted	0.00	0.00		5,600
	Total	23.50	29.00	\$	1,973,252

EQUAL OPPORTUNITY CONTRACTING TOTAL 23.50 29.00 \$ 1,973,252

Five-Year Expenditure Forecast

	FY 2003 PROPOSED	FY 2004 FORECAST	FY 2005 FORECAST	FY 2006 FORECAST	FY 2007 FORECAST
Positions	29.00	29.00	29.00	29.00	29.00
Personnel Expense	\$ 1,973,252	\$ 2,032,450	\$ 2,093,423	\$ 2,156,226	\$ 2,220,913
Non-Personnel Expense	604,612	622,750	641,433	660,676	680,496
TOTAL EXPENDITURES	\$ 2,577,864	\$ 2,655,200	\$ 2,734,856	\$ 2,816,902	\$ 2,901,409

Fiscal Year 2004 – Fiscal Year 2007

No major projected requirements.

